

Helpful reminders for working with the direct labor rate spreadsheets (5/1/2012)

Requirements: See the Weatherization Manual, Chapter 5, Section 5.1.2

Excel file location: See Home Energy Plus Website (see Grantee tab, select WisWAP; see bottom of the page under Miscellaneous): <http://www.homeenergyplus.wi.gov>

Instructions: Note that there are instructions on the bottom of each of the two worksheets.

Helpful reminders: When working the data for calculating the direct labor rate, grantees may find the following information useful:

1. Estimate transportation and prep/set-up hours as accurately as possible (if the agency uses a 10-hour workday for crews, use the green-shaded cell on the top of each column; if the agency uses 8-hour workdays, then transportation and set-up time should be direct entered).
2. Audit time should include time auditing or pre-auditing all prospective units, even if they do not end up being weatherized; also include travel time to and from jobsites.
3. "Other" support time would include activities such as outreach and intake, general program management (non-supervisory time), and other program support activities, except for audit and inspection.
4. Non-weatherization time would include emergency furnace and other, non-WZ program activities.
5. On the rate worksheet, in the column labeled "WZ direct portion," estimate the time supervisory staff will spend working on measures or directly supervising crews and subcontractors who are working on measures; the same applies to auditors and inspectors.
6. Be sure to include the estimated cost of warehouse rent and utilities (where indicated on the rate worksheet).